

eContract Upgrade

By Jeff Tawson and Carol Sherbin (05/18/2017)

Raley's

Why are we changing? We heard you! Overlapping deals and promotion create additional paperwork and administrative time. We are making changes to eContracts to prevent overlapping deals and promotions from double billing.

When: June 1st, 2017

Key Changes

- Saving is automatic – No need to save every step
- Header Bar – Serial process to minimize errors; we lead you step by step (Slide 4)
- Referencing - You have the ability to reference a contract. You can use a reference instead of the cloning option. Our goal is to eliminate cloning of contracts. (Slide 7)
- Contracts must be submitted in advance (See Appendix)
- Promotional dates must be accurate (See Appendix)

Contract ID:

[Add Contract](#)

[Add SE Nomination Contract](#)

[Contract Alert List](#)

[Contract Search List](#)

[SE Nomination Search List](#)

[Switch To Another User](#)

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The main menu stays the same. You will access eContracts in the same way you do today; you can use the same weblink.

Add a Contract – Header Tab View



Promotion Agreement



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Main Menu

438328 --

Pending Submission

1 Header → 2 Item Gr... → 3 Promos & De... Workflow Options ==>

Next ->

Delete

Contract Header

Update Header

Contract ID: 438328

Contract Type: To be determined

Sales Rep Contract Description:

Created By: [redacted]

Effective Date (earliest Deal date): Not Yet Established

Sales Representative: 263 [redacted]

Category Manager:

Bill To: DREYER'S ICE CREAM (...)

Select a Manufacturer:

Sales Rep Comments:

There are changes to the Task Bar. The task bar no longer provides options to select, you must click on the "Next" navigation button to continue.

There are four fields that must be completed to move forward:

1. Sales Rep Contract Description
2. Category Manager
3. Bill To
4. Select a Manufacturer

Select the "Next" navigation button

Item Groups Tab



Promotion Agreement



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Main Menu

438328 -- Created for Demonstration Purposes | Pending Submission | Header → **2** Item Gro... → Promos & De... | Workflow Options ==> | (- Back) | Next -> | Delete

[Add New Item Group](#) | [Add By UPC...](#) | [Add By UPC](#) | **OR** | [Add By SKU...](#) | [Add By SKU](#) | [Save Exclusions](#) | [Refresh From Masters](#)

Contract Item Groups

NO ITEM GROUPS FOUND!

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The Item Groups Tab stays the same. There are no changes to the item group tab.

Item Groups Tab



438328 -- Created for Demonstration Purposes | Pending Submission | Header → ② Item Gr... → ③ Promos & De... | Workflow Options ==> | (- Back) | Next -> | Delete

Contract Item Groups

721857 --- HDAZPK --- Number of Items in Item Group: 13															Delete Item Group	
Item SKU	GTIN	Desc	Group	GL	Dept	Class	Size	Case	Cost	Retail	Disco	Auth	Rep Excl	Add Date	Added By	Add Type
30073472	00074570023103	HAAGEN DAZS CHOCOLATE DARK CHOCOLATE ICE CREAM BARS	HDAZPK	1	170	2360	3 PK	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		original
30029590	00074570295906	HAAGEN DAZS SALTED CARAMEL ICECREAM BARS	HDAZPK	1	170	2360	3 PK	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
30059073	00074570590735	HAAGEN DAZS VANILLA CHOCOLATEPEANUT BUTTER ICE CREAM BARS	HDAZPK	1	170	2360	3 PK	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
30065219	00074570652198	HAAGEN DAZS RASPBERRY VANILLA BAR	HDAZPK	1	170	2360	3 PK	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
30065220	00074570652204	HAAGEN DAZS PEPPERMINT BARK ICE CREAM BARS	HDAZPK	1	170	2360	3 PK	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
30065221	00074570652211	HAAGEN DAZS PEPPERMINT BARK ICE CREAM BARS	HDAZPK	1	170	2360	3 PK	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
30073473	00074570143108	HAAGEN-DAZS COFFEE ALMOND CRUNCH BARS	HDAZPK	1	170	2360	3 PK	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
30073475	00074570013104	HAAGEN DAZS VANILLA MILK CHOCOLATE ICE CREAM BARS	HDAZPK	1	170	2360	3 PK	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
30073476	00074570033102	HAAGEN DAZS VANILLA MILK CHOCOLATE ALMOND ICE CREAM BARS	HDAZPK	1	170	2360	3 PK	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
30082665	00074570013258	HAAGEN-DAZS VANILLA RASPBERRY YOGURT BARS	HDAZPK	1	170	2360	4 PK	12		1 @ \$4.49	Y	N	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
30090498	00074570650859	HAAGEN DAZS MINT & DARK CHOCOLATE ICE CREAM BARS	HDAZPK	1	170	2360	3 PK	12		1 @ \$4.49	Y	N	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
60042854	00074570428540	HAAGEN-DAZS COFFEE ALMOND CRUNCH ICE CREAM BARS	HDAZPK	1	170	2360	3 CT	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		added
60089271	00074570892716	HAAGEN-DAZS CHOCOLATE DARK CHOCOLATE ALMOND ICE CREAM BARS	HDAZPK	1	170	2360	3 CT	12		1 @ \$4.49	N	Y	<input type="checkbox"/>	2017-05-10 00:00:00.0		added

On this screen you can add a UPC or SKU. There are no changes to this screen other than the task bar. Select "Next" to proceed to the "Promo & Deals" tab:

Promos & Deals – Key Changes!!!



Promotion Agreement



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Main Menu

438329 – Created for Demonstration Purposes | Pending Submission | Header → Item Gr... → 3 Promos & De... | Workflow Options ==> | <- Back | Next -> | Delete

PROMOS & DEALS

Key to this screen is to **Reference an existing deal to prevent overlap and double billing!**

Deal / Promo Comments

Edit

Current Promos & Deals ?

Type	Promo Contract	Start Date	End Date	Description	Status	Rep	Customer	Manufacturer	Requested Retail Qty	Requested Retail Amount	Check to reference promo ?
TPR	438328	05/31/2017	06/13/2017	Created for Demonstration Purposes	Submitted		DREYER'S ICE CREAM (MK)	DREYER'S ICE CREAM	0	\$0.00	<input type="checkbox"/>

Type	Deal Contract	Start Date	End Date	Description	Status	Rep	Customer	Manufacturer	Assoc Promo	Discount Type	Check to reference deal ?
Scan Rebate	426624-1	05/24/2017	05/30/2017	2017-5-24 Haagen Dazs Bars \$2.99	Final		DREYER'S ICE CREAM (MK)	DREYER'S ICE CREAM	Ad1	Dollars	<input type="checkbox"/>
Scan Rebate	436492-1	06/07/2017	06/13/2017	2017-6-7-2017 Haagen Dazs Bars \$2.99	Final		DREYER'S ICE CREAM (MK)	DREYER'S ICE CREAM	Ad1	Dollars	<input type="checkbox"/>
Scan Rebate	437577-1	08/30/2017	09/05/2017	2017-8-30-2017 Haagen Dazs Bars \$2.99	Final		DREYER'S ICE CREAM (MK)	DREYER'S ICE CREAM	Ad1	Dollars	<input type="checkbox"/>
Scan Rebate	436493-1	06/28/2017	07/04/2017	2017-6-28-2017 Haagen Dazs Bars \$2.99	Final		DREYER'S ICE CREAM (MK)	DREYER'S ICE CREAM	Ad1	Dollars	<input type="checkbox"/>
Scan Rebate	437576-1	08/09/2017	08/15/2017	2017-8-9-2017 Haagen Dazs Bars \$2.99	Final		DREYER'S ICE CREAM (MK)	DREYER'S ICE CREAM	Ad1	Dollars	<input type="checkbox"/>
Scan Rebate	437575-1	07/19/2017	07/25/2017	2017-7-19-2017 Haagen Dazs Bars \$2.99	Final		DREYER'S ICE CREAM (MK)	DREYER'S ICE CREAM	Ad1	Dollars	<input type="checkbox"/>

Biggest changes are on this tab! First is the Current Promo & Deals. This view shows Active or submitted contracts with future Promotions and Deals.

Key to this screen is to **Reference** an existing deal to **prevent overlap and double billing!**

Contract Promos & Deals/Add Deal



Contract Promos & Deals

Add Deal

Promotion Type		Start Date	End Date	Retail Qty	Retail Amt	Overlap	RNET Publish Status ?	Action
TPR	Requested:	<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>	<input type="text" value="Retail Qty"/>	<input type="text" value="Retail Amt"/>			<input type="button" value="Add"/>
Ad4	Requested:	<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>	<input type="text" value="Retail Qty"/>	<input type="text" value="Retail Amt"/>			<input type="button" value="Add"/>

NO DEALS FOUND!

Enter Deal Type(s) and Deal(s) by selecting the “Add Deal” option.

ADD DEAL - Scan Rebate

Start Date:

End Date:

Date Type:

Associated Promo:

Discount Type:

Ad 1

TPR

*Data must be entered.
(This is new.)*

The Associated Promo drop down must be selected when entering a deal.

Add Deal - Overlap

ADD DEAL - Scan Rebate ×

Error - This deal overlaps another deal(s) by type, date and item(s), you must acknowledge overlap or change the deal

Start Date:

End Date:

Date Type:

Associated Promo:

Discount Type:

When the time frame overlaps another deal date an alert will be given.

If you intend to have overlap you will need to click, allow overlap.

If you do not intend to have an overlap than you will select close and enter a different set of dates.

Contract Promos and Deals



Contract Promos & Deals Add Deal

Promotion Type	Requested:	Start Date	End Date	Retail Qty	Retail Amt	Overlap	RNET Publish Status ?	Action
TPR		6/30/17	7/13/17	Retail Qty	Retail Amt			Add
Ad4		Start Date	End Date	Retail Qty	Retail Amt			Add

Deal Type	Deal ID	Start Date	End Date	Date Type	Assoc Promo	Discount Type	Overlap	RNET Publish Status ?	REDS Publish Status ?	Action
Scan Rebate	1	Fri, 06/30/2017	Thu, 07/13/2017	Scan	TPR	Dollars	Yes	TBD	TBD	Edit Delete

Enter the Promotional (TPR or Ad) dates and select Add. Previously selected deals are now listed below. Once again if dates selected are overlapping existing dates an "Allow Overlap" tab is created.

Contract Promos & Deals Add Deal

Promotion Type	Requested:	Start Date	End Date	Retail Qty	Retail Amt	Overlap	RNET Publish Status ?	Action
TPR		05/30/2017	07/13/2017	0	\$0.00	Yes	TBD	Save Allow Overlap Delete
Ad4		Start Date	End Date	Retail Qty	Retail Amt			Add

Deal Type	Deal ID	Start Date	End Date	Date Type	Assoc Promo	Discount Type	Overlap	RNET Publish Status ?	REDS Publish Status ?	Action
Scan Rebate	1	Fri, 06/30/2017	Thu, 07/13/2017	Scan	TPR	Dollars	Yes	TBD	TBD	Edit Delete

You can delete and enter new dates or choose to allow the overlap.

Items and Dollar Amounts



Items and Dollar Amounts

Item Group 721858 -- HDAZPK		Item Group 721860 -- SODEL4						
Item Group 721858 -- HDAZPK				Group Type Pricing				
Item SKU	Class	Description		Deal 1		GTIN		Cntnr
Supplier	Mstr Pack	Base Cost	Retail	Future Cost	Scan Rebate By Unit	Net Cost Total	Net Cost Off Invoice	Unit Cost
SAVE DATA		AUTOFILL VALUES -->						
30073472	2360	HAAGEN DAZS CHOCOLATE DARK CHOCOLATE ICE CREAM BARS				00074570023103		3 PK
Nestle SBT 0073472	12		1 @ \$4.49		\$0.50			
30029590	2360	HAAGEN DAZS SALTED CARAMEL ICECREAM BARS				00074570295906		3 PK
Nestle SBT 0029590	12		1 @ \$4.49		\$0.50			

There are no changes to how deal amounts are entered. Enter them the same way today.

Each item group will have its own tab. If multiple item groups exist on the contract you will need to complete each tab. Tabs will change from **Red** to **Green** as they are completed.

You will receive a warning at the end of the process if not all items contain a deal.

Enter Next on the toolbar and return to the Summary tab.

Miscellaneous funding is for contracts without items

Promo funding is for any lump sum payment on a contract with items

We removed:

- EPA
- New Item
- Rebate
- Accrual

Deal Type	Deal Description
Billback	Billback should be used when the deal is based on the quantity of cases purchased by Raley's over a specified date range. Billback will be billed upon completion of the deal date range and the gathering of the necessary data.
Scan Rebate	Scan Rebate should be used when the deal is based on store sales movement over a specified date range. The amount is always expressed as 'Per Unit'. Scan Rebate will be billed upon completion of the deal date range and the gathering of the necessary data.
Off Invoice	Off Invoice should be used when the amount of the allowance for merchandise is deducted from the Invoice prior to payment being issued.
Q Deal	Q Deal is a deal that is passed through as an Off Invoice via SSI.
Promo Fund	Promo Fund should be used when the purpose of the funding is specifically for promotion of a product. Promo Fund is billed upon the finalizing of the contract and the start of the deal.
Misc Fund	Misc Fund is a Lump Sum deal, and the total dollar amount should be identified. Misc Fund is billed upon the finalizing of the contract and the start of the deal.
CM Promo	Consumer Marketing (CM) Promotion: A targeted promotion encouraging consumers to purchase multiple items based on specific requirements during a specified time frame. Such as Buy 2 get \$2 off or a BOGO. This is not a simple reduced retail promotion. Execution of the promotion takes place at the point of purchase once the specified requirements have been met. The promotion may or may not be directly tied to an Ad or TPR. The store promotion description will be required along with a dollar amount to be billed for each redemption at the register.

Promotion Agreement



Promotion Agreement



jtawson logged on in Test as [redacted]
[Main Menu](#)

Contract List	Summary	Header	Item Groups	Promos & Deals	Stores	Assorts	Alerts Log	Audit Log	T&C
Refresh data	438329 -- Created for Demonstration Purposes			Pending Submission		Workflow Options ==>		<input type="button" value="Submit"/>	<input type="button" value="Delete"/>

[Print This Page](#)

Contract Copy (PDF)

438329 -- Created for Demonstration Purposes

Today's Date:	05/10/2017	Contract Status:	Pending Submission	Created By:	[redacted]
Creation Date:	05/10/2017	Effective Date:	05/30/2017	Submitted By:	[redacted]
Category Manager:	320-- JOE LIMA			Type:	TPR
Bill To:	203785 DREYER'S ICE CREAM (MK)			Department:	0
Manufacturer:	AP012892 DREYER'S ICE CREAM			Class:	0
Sales Rep Comments:	NONE				
Deal / Promo Comments:	NONE				

Chains: RALEYS, BEL AIR, NOB HILL

TPR	Tue, 05/30/2017 to Thu, 07/13/2017	Type:	
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Deal ID: 1	Scan Rebate	Fri, 06/30/2017 to Thu, 07/13/2017	Discount type: Dollars	Terms:	Max # Buys: 0	Assoc Promo: TPR
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Item SKU	Supplier Name Item ID	Description	Class	Mstr Pack	Cntnr	Base Cost	Future Cost	Retail	Deal 1 Scan Rebate By Unit	Net Cost Total	Net Cost Off Invoice	Unit Cost
Item Group 721858--HDAZPK			Promo Type : SubFeature									
30073472 00-074570-02310-3	Nestle SBT 0073472	HAAGEN DAZS CHOCOLATE DARK CHOCOLATE ICE CREAM BARS	2360	12	3 PK	[redacted]	[redacted]	1 @ \$4.49	\$0.50	[redacted]	[redacted]	[redacted]
30029590 00-074570-29590-6	Nestle SBT 0029590	HAAGEN DAZS SALTED CARAMEL ICECREAM BARS	2360	12	3 PK	[redacted]	[redacted]	1 @ \$4.49	\$0.50	[redacted]	[redacted]	[redacted]

Select any of the options from the task bar and modify as needed.

When the contract meets the requirements select the submit tab.

Appendix

Raley's

There are **no changes** to our promotional start dates and timing requirements, this is simply a reminder.

- Ads need to be submitted a minimum of 90 days out
- TPR's need to be submitted a minimum of 60 days out
- Ads run from Wednesday to Tuesday
- TPR Dates:
 - Grocery dates run Wednesday to Tuesday
 - GM dates run from Thursday to Wednesday
 - UNFI dates run Friday to Thursday
 - Produce dates run from Thursday to Wednesday
 - Meat Dept. dates run from Thursday to Wednesday
 - Liquor dates run from Thursday to Wednesday
 - DSD dates run Monday to Sunday

- eContract specific questions can be directed to:
 - your Merchant Coordinator
 - Dawn Lawrence at dlawrenc@raleys.com or 916-373-6243

- Contact Raley's TPM team at raleystpm@raleys.com for:
 - Questions regarding item maintenance or set up
 - Questions regarding item access
 - Training or assistance
 - <http://www.raleystpm.com/>